PHILIP MORRIS U.S.A.

INTEROFFICE CORRESPONDENCE

Richmond, Virginia

To: Research & Development Personnel **Date**: August 15, 1997

From: Charity M. Harris

Subject: Records Disposal Suspension Notices – August 11, 1997

Attached are three memoranda from William Lynch in the Philip Morris Legal Department advising additional suspension of document disposal. **Please pay attention to the last page of each Attachment A for the description of the records involved in the notices.**

Retain these notices by filing them in your records manual behind Appendix A. If you have any questions about these notices or other records issues, please contact Charity Harris (x2411), Marian DeBardeleben (x2876), or Carla Gregory (x2879).

Attachment

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